VPR Report Job Aid

Purpose: Use this job aid to display a previously submitted Vendor Performance Report (VPR) for review as required by State law. Users must be assigned an AASIS role of User, Reviewer, or Admin to access this report.

Non-AASIS agency users must manually complete all required fields on original submission. Amendments should auto-populate data captured from the original submission.

AASIS agency users must complete all non-populated required fields before submissions. Most fields are pre-populated from the AASIS document. Pre-populated fields must be updated in AASIS to maintain one accurate system of record.

- Go to the Office of State Procurement (OSP) website www.dfa.arkansas.gov/offices/procurement
- 2. Select the VPR sections:
- 3. Click the VPR Reporting link.

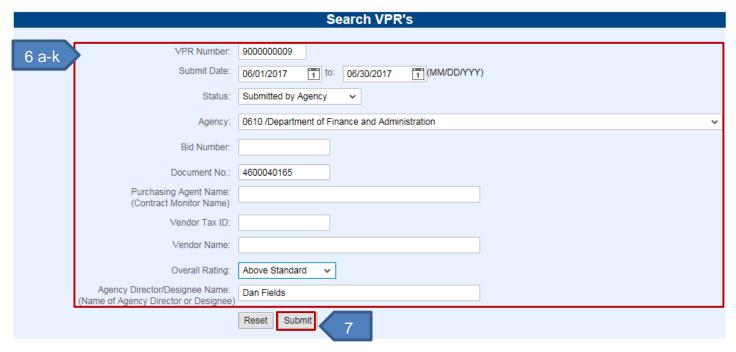


- 4. Complete the following fields:
 - a. User ID: AASIS ID is required
 - b. **Password:** AASIS password is required
- 5. Click the **Sign In** button

NOTE: This is NOT the same login page for EASE ESS –Employee Self Service and will not allow access to other EASE functions.







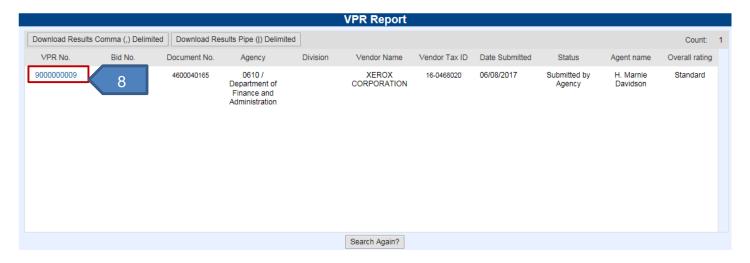
- 6. Complete the following optional selection fields:
 - a. **VPR Number**: Ten digit document number, starting with a "9", which is generated upon vendor performance report submission.
 - b. Submit Date: Date or range of dates the vendor performance report was submitted
 - c. **Status:** The status of the VPR document at the time of report generation.
 - i. In Process: OSP is reviewing submitted information
 - ii. Submitted by Agency: Displays after initial submission by agency
 - iii. Completed: OSP review is complete
 - iv. Returned by OSP: Errors may exist and revision is needed for further processing
 - d. **Agency:** Defined by business area and description. (users can type the business area or scroll to desired agency)
 - e. Bid Number: Bid number entered on VPR submission
 - f. **Document No.:** Unique identifying number assigned to the original purchasing document and entered in the VPR form (i.e. OA or PO number)
 - g. **Purchasing Agent Name:** Name entered on original VPR form who is knowledgeable about the ratings assigned (this is an editable field on the VPR form)
 - h. Vendor Tax ID: Unique number assigned to a vendors master data record
 - Vendor Name: Name of supplier of services or goods
 - j. Overall Rating: The rating category assigned to the overall VPR submission. Remember if at least one sub category was marked below standard the overall rating is automatically assigned below standard
 - Agency Director/Designee Name: an authorized employee or approved designee required by law to review and electronically sign the VPR for an agency

TIP: Click the **Reset** button to clear data from all fields and start a new search.

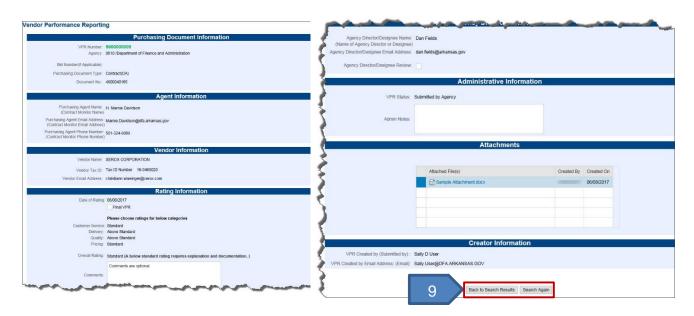


7. Click the **Submit** button

NOTE: Users can click the **Submit** button without any completed fields. However, to save time searching through the results, complete fields as necessary for your scenario.



8. Click the **VPR No.** link to view the VPR document **NOTE:** Users can export the results to an Excel spreadsheet by clicking the Download Results button(s)



9. Click the **Back to Search Results** button to select a different document or the **Search Again** button to return to the search criteria page.